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ABSTRACT

Presented is an elaboration of the workscope of the ALRC (Area Learning Resource Center) network which provides instructional media, materials, and technology services to special education programs. Focused on are the following three of six workscope areas: state program development; media, materials, and educational technology training; and project administration. Charts of the ALRC network and functions are provided. Discussed are seven functions of the ALRCs in the area of state program development, including assisting states in stimulating local or state materials centers and providing technical assistance to State Education Agencies in state planning of intrastate materials and services. Detailed are the following workscope elements in the area of media, materials, and educational technology training: helping trainers to identify media, materials, and educational technology training needs; helping trainers to locate extant and usable training programs and materials; and classifying, describing, and encoding media-training materials for information base entry. The final area of project administration is covered by consideration of workscope elements which center on ALRC activities in project planning, monitoring, reporting, and other management functions. (DB)

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ALRC WORKSCOPE ELABORATION

MAY 1, 1975

Second Edition

Prepared by

Coordination Services

National Center on Educational Media and Materials for the Handicapped
Ohio State University
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Columbus, Ohio 43210

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ALRC WORKSCOPE ELABORATION

Introduction

This document has been prepared as part of a continuing NCEMMH activity in fulfillment of Objective 4.1 of the proposed NCEMMH program for Network Coordination Services for FY 1975: Develop Elaboration of Workscope. Its purpose is to provide useful information to ALRC Network units by clarifying the meaning and intent of the ALRC Workscope, as well as the BEH interpretation of this workscope.

As it now stands, the content of the document is based primarily on the ALRC Workscope itself; the RFP for ALRCs (RFP 74-8, Attachment A, MSCF #11); the memo of clarification from Elwood Bland to the Project Directors dated October 1, 1974 (Program interpretation of the accountability section of RFP 74-8); an analysis of interpretations by the Directors, as reflected in proposed strategies of individual ALRCs; and concepts represented in the content and format of the ALRC Summary Reporting Form which has been developed by NCEMMH in cooperation with Uniform Project Administration Committee (UPAC), Network Standing Committee One.

This document was submitted to BEH Learning Resource Branch for review. Reactions of BEH personnel, as of March 18, 1975, have been incorporated into the present form of the material. This second edition incorporates a number of additions, notably the discussion on page 10 regarding the relation of the ALRC workscope with intrastate workscope activities, and clarifying material for summary strategy ID-03 on page 29.

NCEMMH recognizes that a process of periodic updating will be required if the value of the Workscope Elaboration is to be maintained on a continuing basis. At this time, and in its present form, the document is presented as a useful reference and guide both for long-range planning and in meeting the immediate needs of continuation proposal writing.

In reviewing the Workscope Elaboration for use in proposal writing, Directors should note that the outline of strategies within Workscope Elements is almost identical to the outline of strategies in the ALRC Summary Reporting Form. These strategies were not prescribed by BEH, but were based on strategies from funded ALRC proposals.

Where the wording of a strategy descriptor in this document differs from the wording of a strategy descriptor in the ALRC Summary Reporting Form, that change represents clarification of what is permitted within the Workscope, as communicated in the BEH review of March 18, 1975. Strategy descriptors which have been changed are marked by an asterisk (*).

A few strategies have been completely rewritten and combined with one another, and some have been eliminated--again as a result of BEH review, and reflecting current official interpretation of the Workscope. Each of these changes from the ALRC Summary Reporting outline is documented by a footnote.

In preparing proposals, ALRCs are not limited to the strategies in this Workscope Elaboration. Other strategies may be defined to fulfill project needs--but all strategies must conform to the limits of the Workscope. That is, the specific strategies suggested in this Elaboration, for any given Work Element, are not exhaustive. ALRCs are encouraged to use innovative approaches in meeting needs to which a Workscope Element is related. ALRCs are not encouraged to propose the meeting of needs to which Workscope Elements cannot be related.

Definitions

Abbreviations used in this document are defined below. The definitions are consistent with those prepared by NCEMMH for use in ALRC summary reporting (see NCEMMH memo to Directors, Summary Reporting of Second-Quarter Program Data, March 21, 1975). Further definition of some of these terms, within context of this document, may be found on page 9.

LRC: Learning Resource Center. A generic term identifying any center which provides media/materials/educational technology support services to special education programs.

SEA: State Education Agency. Special education authority at the state level, typically a state department of education.

SLRC: State Learning Resource Center. An LRC administered by an SEA, serving a state as a whole. May be centralized or decentralized.

SMSA: Standard Metropolitan Statistical Area. A major metropolitan area designated by the Bureau of the Census, containing more than 50,000 population and meeting other Bureau of Census criteria.

LEA: Local Education Agency. Special education authority at the local level, typically a school district.

RLRC: Regional Learning Resource Center. An LRC serving a defined regional area within a state. Not confined to metropolitan areas, but might include SMSAs. May be funded by SEA, cooperatively funded by LEAs, or by SEAs and LEAs.

MLRC: Metropolitan Learning Resource Center. An LRC serving an SMSA. May be centralized or decentralized. If decentralized, the MLRC is distinguished from an unorganized collection of Local Learning Resource Centers (LLRCs) within an SMSA by its specific organizational and operational relationships among the LLRCs involved. May be cooperatively funded and administered by LEAs and/or by SEA.

LLRC: Local Learning Resource Center. May be an independent, local LRC or a separately identifiable component of an MLRC or RLRC. Funded, operated, and administered by an LEA. May incorporate cooperative programs funded by several LEAs, which are neither a part of a state plan for systematic reorganization of LRC services, nor an MLRC effort.

Types of ALRC Activity

The ALRC is active under its own (white) workscope. In addition, the ALRC may be called upon by a state agency within the ALRC region to provide funds to conduct (orange) intrastate workscope activity. To support and/or provide for such fundable requests, note that four types of ALRC involvement are feasible:

Type 1 - ALRC conducts its own work directly (white workscope);

Type 2 - ALRC subcontracts its own work to state or other agency (white workscope);

Type 3 - ALRC funds intrastate work (orange workscope);

Type 4 - ALRC conducts intrastate work on behalf of a state (orange workscope).

ALRC/NCEMMH WORKSCOPE

	AREA 1 STATE PROGRAM DEVELOPMENT	AREA 2 INSTRUCTIONAL MATERIALS DEVELOPMENT	AREA 3 MEDIA, MATERIALS AND EDUCATIONAL TECHNOLOGY TRAINING
	ALL WORK WILL BE NEGOTIATED STATE BY STATE WITHIN THE REGION PRIOR TO EXECUTION. A STATE PLAN FOR EACH STATE TO BE INCORPORATED IN THE APPLICATION WITH INDICATION OF EXTENT TO WHICH IT IS ENDORSED BY THE STATE EDUCATION AGENCY. THE STATE AND LOCAL MEDIA AND MATERIALS CENTER ACTIVITIES WHICH ARE PARALLEL TO THOSE IN THIS WORKSCOPE LIST ARE THE ACTIVITIES TO WHICH ALRC ASSISTANCE SHOULD BE LIMITED.	CHILD USE MATERIALS OR TEACHER/PARENT MATERIALS WHICH ENABLE THE USE OF MATERIALS OR EQUIPMENT IN REACHING A LEARNING OBJECTIVE OF THE CHILD.	TEACHER USE MATERIALS DESIGNED TO INCREASE COMPETENCY IN SELECTING AND USING INSTRUCTIONAL MATERIALS.
1 NATIONAL CENTER ON EDUCATIONAL MEDIA AND MATERIALS FOR THE HANDICAPPED (NCEMMH)	(NETWORK AND CLEARINGHOUSE FUNCTIONS FOR INTERSTATE RESOURCE SHARING)	• 2A IDENTIFY NEEDED INSTRUCTIONAL MATERIALS AND PRIORITIZE NEEDS • 2B MAKE KNOWN TO COMMERCIAL AND NON COMMERCIAL MATERIALS DEVELOPERS • 2G ENTER TESTED PRODUCTS INTO SYSTEMS FOR THE DISTRIBUTION OF MATERIALS TO INTENDED TARGETS	• 3F DEVELOP AN INFORMATION BASE ON MEDIA TRAINING PROGRAMS AND MATERIALS • 3G RESPOND TO INQUIRIES BY MATCHING TRAINING NEEDS TO TRAINING SOURCES
5 SPECIALIZED OFFICES 51 VISUALLY IMPAIRED (SOVI) 52 HEARING IMPAIRED (SOHI) 53 OTHER HANDICAPS (SOOH)	(REINFORCING ALRCs IN INTRASTATE WORKSHOPS, DEMONSTRATIONS, CONSULTATIONS AND DISSEMINATION)	• 2C LOCATE USABLE MATERIALS WHICH EXIST AND FULFILL IDENTIFIED NEEDS • 2D ADAPT ADAPTABLE MATERIALS WHICH CAN BE MADE TO FIT IDENTIFIED NEEDS • 2E DEVELOP NEEDED MATERIALS WHICH ARE UNAVAILABLE AND UNADAPTABLE AND "UNATTRACTIVE" TO COMMERCIAL DEVELOPERS • 2F FIELD TEST NEWLY DEVELOPED EXTANT MATERIALS FOR EFFECT ON LEARNER TARGET	(LENDING EXPERTISE BY HANDICAPPING CONDITION, PERFORMING TECHNICAL FUNCTIONS IN MATERIAL PRODUCTION)
54 MATERIALS DEPOSITORY (SOMD)	(SOURCE OF MATERIALS FOR ALRC DEMONSTRATIONS AND WORKSHOPS)	(DISTRIBUTION OF NETWORK DEVELOPED MATERIALS)	• 3H OPERATE NON PRINT MEDIA TRAINING LIBRARY
6 AREA LEARNING RESOURCE CENTERS (ALRC)	• 1A LOCAL AND STATE MATERIALS CENTER SERVICE STIMULATION OR DEVELOPMENT • 1B ASSISTANCE TO SEA IN STATE PLANNING OF INTRASTATE MATERIALS SERVICES • 1C CONSULTATION ON EDUCATIONAL TECHNOLOGY OR SPECIAL EDUCATION MATERIALS USAGE • 1D CONDUCT OF (OR PARTICIPATION IN) MEDIA AND MATERIALS CONFERENCES AND WORKSHOPS • 1E DISSEMINATION OF CHILD USE INSTRUCTIONAL MATERIALS RELATED INFORMATION TO SEA DESIGNATED RECIPIENTS • 1F REINFORCING STATE STAFF IN MEDIA, MATERIALS AND TECHNOLOGY	(ADVISORY AND NCEMMH FUNCTION FIELD UNIT FOR NEEDS PERCEPTION)	• 3A IDENTIFY MEDIA, MATERIALS AND EDUCATIONAL TECHNOLOGY TRAINING NEEDS • 3B MAKE NEEDS KNOWN TO PRE AND IN SERVICE TRAINING INSTITUTIONS AND AGENTS AND PROVIDE CONSULTATION SERVICES TO SAME • 3C LOCATE EXTANT AND USABLE TRAINING PROGRAMS AND MATERIALS WHICH FULFILL NEEDS • 3D CONCEPTUALIZE NEEDED AND UNAVAILABLE TRAINING MATERIALS TO FULFILL NEEDS, SUPERVISE AND FUND PRODUCTIONS USING FACILITIES AND TECHNICAL SERVICES OF S, S, OR S, CENTERS • 3E CLASSIFY, DESCRIBE AND ENCODE MEDIA TRAINING MATERIALS FOR INFORMATION BASE ENTRY

ALRC/NCEMMH WORKSCOPE

	AREA 4 MEDIA AND MATERIALS INFORMATION SYSTEM	AREA 5 MATERIALS DISTRIBUTION SYSTEM	AREA 6 PROJECT ADMINISTRATION
	CHILD USE AND TEACHER PARENT USE MATERIALS REFERRED TO IN AREA 2	CHILD USE AND TRAINING MATERIALS EXAMINATION PURPOSES AND TRAINING. THIS DEMONSTRATION SYSTEM WILL BE USED BY LOCAL AND STATE MATERIALS CENTERS AS A BACKUP FACILITY FOR CLASSROOM USAGE WHEN NEEDED BY SEAs OR LEAs	CHARGES NOT ATTRIBUTABLE TO FOREGOING WORK ELEMENTS. WHEN ADMINISTRATION, TRAVEL, COMMUNICATIONS, OR OTHER EXPENSES CAN BE CHARGED TO WORK ELEMENTS IN AREAS 1 THROUGH 5, THEY SHOULD NOT BE CHARGED TO AREA 6
N NATIONAL CENTER ON EDUCATIONAL MEDIA AND MATERIALS FOR THE HANDICAPPED (NCEMMH)	• 4D DEVELOP AND MAINTAIN A MACHINE READABLE MATERIALS INFORMATION DATA BASE WITH INQUIRY TERMINALS • 4E PRODUCE CATALOGS, BIBLIOGRAPHIES AND PROFILE MATCHING LISTS FROM DATA BASE • 4F OPERATE A SEARCH/RETRIEVAL SYSTEM TO ANSWER INQUIRIES ABOUT MATERIALS • 4G MAINTAIN A SOURCE FILE FOR ANSWERING INQUIRIES ABOUT LOCATION OF MATERIALS FOR SALE, RENT OR LOAN • 4H SYSTEMATICALLY MATCH SOURCE OF DEMAND WITH SOURCE OR SUPPLY UPON INQUIRY • 4I MAINTAIN RECORDS ON INVENTORIES, CIRCULATION, DEMAND, REACTIONS TO SERVE AND OTHER DATA	• 5A ACQUIRE MATERIALS INCLUDED IN THE MATERIALS INFORMATION BASE (SEE 4D)	AS APPROPRIATE
S SPECIALIZED OFFICES S1 VISUALLY IMPAIRED (SOVI) S2 HEARING IMPAIRED (SOHI) S3 OTHER HANDICAPS (SOOH)	• 4A IDENTIFY SYSTEMS ENTRIES, CLASSIFY AND RECOMMMEND USAGE OF INSTRUCTIONAL MATERIALS FOR HANDICAPPED CHILDREN • 4B EVALUATE MATERIALS BY STANDARD CRITERIA • 4C DESCRIBE MATERIALS AND ENCODE DESCRIPTIONS FOR DATA BASE ENTRY	(ADVISORY AND CRITIC OF S4 ON SERVICES TO S4 TARGETS)	AS APPROPRIATE
S4 MATERIALS DEPOSITORY (SOMD)	(FEEDBACK ON CONSUMER REACTIONS, MATCHING DELIVERY SYSTEM TO INFORMATION SYSTEM)	• 5B IN PROCESS ACCESSIONS • 5C MAINTAIN MATERIALS COLLECTION ACQUIRED BY NCEMMH • 5D SHIP MATERIALS WITHIN LOAN RULES UPON ORDER BY REGISTERED USER • 5E PROVIDE PERIPHERAL DEPOSITORY SERVICES (INCLUDING BUT NOT LIMITED TO CHECK IN, OVERDUE COLLECTION, INSURANCE CLAIMS, TRANSACTION ACCOUNTING, SHELVING AND LABELLING, REPAIR, REJUVENATION AND BOOKING) • 5F ACCOUNT FOR ANY FUNDS INVOLVED IN USAGE AND SHIPPING CHARGES	AS APPROPRIATE
A AREA LEARNING RESOURCE CENTERS (ALRC)	(FEEDBACK ON CONSUMER REACTIONS AND INTERMEDIARY BETWEEN STATES AND NATIONAL INFORMATION SYSTEM)	(ADVISORY AND CRITIC OF S4 ON SERVICES TO SEAs AND LEAs AND INTERMEDIARY BETWEEN STATES AND NATIONAL DELIVERY SYSTEM)	AS APPROPRIATE

WORKSCOPE AREA I

STATE PROGRAM DEVELOPMENT

An ALRC will develop a state plan for delivering services to each state in its region. The work to be done by the ALRC will be negotiated state-by-state within the region prior to its execution. The State Educational Agency (SEA) will be involved in the design or acceptance of any strategy which is set into an ALRC proposal to benefit the SEA or its sub-units. The plan for services to each state, together with an indication of the extent to which it is endorsed by the SEA, will be submitted to the funding agency by the ALRC as part of the ALRC's application for funding.

State program development by ALRCs consists of the following Workscope Elements:

IA: Assist states in local and state materials-center service stimulation or development.

IB: Provide technical assistance to SEAs in state planning of intrastate materials-services.

IC: Provide SEAs and LEAs consultation on educational technology of special education materials-usage.

ID: Develop a capacity for conduct of (or participation in) media and materials conferences and workshops.

IE: Devise and execute a plan for dissemination of child-use instructional-materials-related information to SEA-designated recipients.

IF: Provide human resources for reinforcing state staff in media, materials, and technology.

IG: Act as the interface between the locally expressed need for materials-information and materials-loan and the ALRC/NCEMMH Network resources for meeting such needs.

In implementing any of these work elements, the ALRC primarily serves as a source of technical assistance to the SEA or a state instructional materials center which has been created by the SEA. For the most part, ALRCs should leave LEA supportive assistance to SEAs, and should help SEAs/SLRCs develop the capability needed for LEA support.

Intrastate LRCs may be expected to provide the materials-information, media in-service training, local materials-production, and materials-loan services needed by handicapped learners, their parents, and their teachers. Where the need exists--as determined by state educational authorities--the ALRC will be an agent of federal support to assist the sponsors of instructional materials centers in fulfilling the need.

A general principle applies to work with LRCs; work with LLRCs only when they are considered nucleus units within RLRC/MLRC or SLRC development.

WORKSCOPE ELEMENT IA - ASSIST STATES IN LOCAL AND STATE MATERIALS-CENTER STIMULATION OR DEVELOPMENT

The ALRC will assist states in establishing a Metro Learning Resource Center (MLRC) to serve the instructional materials and media needs of the handicapped learner in each Standard Metropolitan Statistical Area (SMSA) in its region, and a State Learning Resource Center (SLRC) in each state to serve non-urban areas:

An SLRC is a state materials center serving non-SMSA areas as well as SMSA areas, and providing networking functions for intrastate networks of MLRCs.

An SMSA is a major metropolitan area designated by the Bureau of the Census as a geographic area having more than 50,000 population and meeting other criteria defined in Bureau of the Census publication PC (1)-B1, General Populations Characteristics, 1970 Census of Population, United States Summary (see pages 1-256 and 1-257 for a map of SMSAs).

An MLRC is the aggregate of materials centers in each SMSA.

An RLRC serves a defined regional area within a state.

The goal of an ALRC shall be the establishment of MLRCs and SLRCs which will adequately and viably meet the needs in their service areas:

An adequate MLRC or SLRC is a center which provides the following essential services to 75% of the target population for such services throughout its service area: 1) materials-information services; 2) materials-loan services responding to requests for physical access to materials; and 3) in-service training services which prepare teachers for using the materials, methods, equipment, and systems typically identified with educational technology, audiovisual instruction, instructional media, etc.

Viability is the demonstrated ability or the expressed intent of local or state authorities to continue MLRC or SLRC services without ALRC or other federal assistance, if necessary.

An ALRC shall continue its stimulation and reinforcement efforts until:

1) 90% of all materials-information inquiries are given adequate response;

2) 80% of all materials-loan requests are satisfied within two weeks of the requested delivery date; and

3) 50% of all materials-loan requests are satisfied by delivery no later than the requested delivery date.

An alternate criterion for termination of ALRC stimulation and reinforcement efforts may be the official decision by state or local authorities that ALRC-provided services will be fulfilled by agencies other than the ALRC.

The funding agency welcomes ALRC alternate proposals to the SLRC/MLRC plan outlined above, for organizing the state development of media and materials services if the SLRC/MLRC plan is perceived as inappropriate or inefficient within a given region/state. Alternate proposals should be discussed with funding agency project officers before formal submittal.

ALRC funds may be used to provide additional support for states other than by direct ALRC involvement. Indirect ALRC impact can be attained through the List of Possible Workscope Elements (orange-colored workscope dated 3/10/75, see insert following page 15), a non-exhaustive compendium of the types of work elements which comprise the framework for intrastate activities fundable through an ALRC. That is, as subcontracts with states are developed, the strategies must be compatible with the suggested intrastate workscope. The conditions under which strategies aligned to the intrastate workscope elements become fundable through an ALRC are:

1) a strategy carried out at an intrastate level must be one prioritized by the SEA;

2) the ALRC's funding of such a strategy must be viewed as temporary and an explicit plan for withdrawal of ALRC funding support must exist;

3) the plan under which ALRC funding will be withdrawn must include elements which make it a reasonable (high probability) assumption that the funded strategy will become "institutionalized" within the state;

4) the funding via an ALRC does not simply supplant existing state/local supported activity;

5) the ALRC must specify how the ALRC-funded intrastate activity can be expected to demonstrate and stimulate increased within-state capability.

Intrastate workscope elements (types 3 and 4) funded with ALRC monies are to be charged back to the ALRC workscope as follows:

	New Effort	Expansion
ALRC-funded intrastate work	IA-02-2	IA-03-7
Intrastate work conducted by ALRC on behalf of a state	IA-02-3	IA-03-8

Workscope Element IA - Summary Strategies

The following strategies summarize the types of activities which may be pursued in fulfillment of Workscope Element IA (assist states in local and state materials-center stimulation or development):

IA-01: Acquire and disseminate data on SEA, LRC, and ALRC resources and services.

IA-02: Assist in development of new MLRCs.

IA-03: Support and expand existing LRC services.

The overall goal in Workscope Area I is self-sufficient state and local media support services. All ALRC support should be toward that end. Workscope Element IA is the least specific of all Elements in Workscope Area I in prescribing exactly what activities an ALRC may undertake for state program development. If an ALRC strategy can be specifically identified with one of the other elements in Area I--for example, if a strategy deals with state plans, consultations, workshops, network interface, etc.--the strategy should be categorized within that element. The following types of ALRC-specific strategies may be included in Element IA:

Summary Strategy IA-01 - Acquire and disseminate data on SEA, LRC, and ALRC resources and services.

IA-01-1: Assess SEA needs and resources. Focuses on identifying existing state resources and needs related to media services. A state's need for media services is not synonymous with need for ALRC services. If media services need is delineated, some of that need may fall within the scope of ALRC service--an advocate for the rest might be found. Strategy activities and outcomes: surveys of resources, production and dissemination of survey reports; development of needs assessment plans and needs assessment instruments for SEAs, MLRCs, and LRCs; conducting of needs assessments; production and dissemination of needs assessment reports.

*IA-01-2: Develop profile of existing LRC services in SMSAs. Relates to establishing baseline data as to existing LRC resources, services, and activities. Baseline profile should reflect the alternate to an SMSA approach, if an alternative approach is used. Activities and outcomes: documentation and dissemination of profile data.

IA-01-3: Assist SEA in developing media packages about ALRC and SEA services. Accommodates development of dissemination packages which go beyond the limited reports produced as output of IA-01-2. Activities and outcomes: documentation of specific assistance provided to SEA which results in media package development and dissemination.

IA-01-4: Disseminate information on available LRC services and materials. Emphasis is on dissemination activities as such, rather than on development of report content or media packages. Activities and outcomes: planning for dissemination with SEA and LEA personnel; preparation and distribution of dissemination instruments, e.g., brochures, informational presentations at conferences, etc.; tabulation of circulation figures.

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* Change in wording of strategy descriptor from that in ALRC Summary Reporting Form. See page 2.

*Summary Strategy IA-02 - Assist in development of new SLRCs and MLRCs.

*IA-02-1: Assist in development of new SLRCs and MLRCs. Encompasses specific and direct ALRC technical support to development of new SLRCs and MLRCs. Activities and outcomes: documentation of state and metropolitan LRCs in development or established through ALRC assistance.

*IA-02-2: Provide temporary financial support for state subcontract activity. Relates specifically to ALRC funding of new LRC development, rather than to direct technical involvement defined by IA-02-1. Activities should be coded to elements on the orange workscope following page 15; e.g., new effort, ALRC funded, is coded IA-02-2(1H). Activities and outcomes: fiscal subcontracts concluded; documentation of specific LRC development activities funded; viability of Centers once funded by ALRC, but subsequently become independent.

*IA-02-3: Conduct new intrastate work on behalf of a state. Includes priority activities desired by an SEA which the ALRC carries out on behalf of the state. Activities and outcomes: documentation of specific activities and products produced on behalf of the state.

Summary Strategy IA-03 - Support and expand existing LRC services.

IA-03-1: Assist in expansion of LRC services. Emphasis is on planning for expansion of services in existing LRCs. In all instances where an ALRC is helping an LLRC, the LLRC must be considered a nucleus unit of an MLRC or SLRC. An exception is if an SEA wants an ALRC to help set up demonstration LLRCs in strategic locales; the SEA initiative will be responded to. Activities and outcomes: documentation of planning and operational involvement with existing LRCs; documentation and tabulation of requests from LRCs for assistance, and requests satisfied; agreements with LRCs for assistance concluded.

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* Change in wording of strategy descriptor from that in ALRC Summary Reporting Form. See page 2.

IA-03-2: Assist SEAs in involving pre-service training personnel in LRC activities. Specifically identifies those activities which will result in greater teacher-trainer involvement in LRC programs. Activities and outcomes: documentation of ALRC consultation to pre-service teacher trainers; teacher-trainer participation in LRC functions.

IA-03-3: Support needed training for LRC personnel. Encompasses the variety of training support which an ALRC might provide for LRC personnel--if an SEA initiates a request. The ALRC must try to avoid being a trainer, and instead must stimulate pre-service and in-service institutions to do their training jobs. Activities and outcomes: actual training conducted by ALRC staff; coordination of training and other training services provided by ALRC; documentation and tabulation of number of LRC staff receiving in-service training and number of man/days of support provided by the ALRC.

IA-03-4: Coordinate local materials development. If carried out extensively, this could be an endless drain on ALRC resources. Therefore, this type of coordinative support should be avoided unless it is a demonstration project or a critical event in MLRC development. Note that this reference is specifically to child-use materials. Activities and outcomes: documentation and tabulation of child-use materials produced.

IA-03-5: Coordinate intrastate materials distribution system. Defines ALRC aid in intrastate materials distribution. ALRC support plan and its implementation must include a strategy for ALRC withdrawal and a time frame for ALRC disengagement without resulting in a collapse of the distribution system. Activities and outcomes: planning for distribution systems; development, production, and dissemination of procedural manuals for distribution system; documentation of inter-LRC loans; etc.

IA-03-6: Provide management information services to LRCs. Encompasses all management support services for LRC expansion which are not accommodated by other strategies in Element IA-03. As above, ALRC primarily serves as a stimulus, providing temporary services

only, with eventual intrastate self-sufficiency a must. See Strategy IA-03-5 for withdrawal/disengagement stricture. Activities and outcomes: documentation of ALRC support in development/adaptation of resource-management systems for LRCs; development/production of survey instruments and evaluation reports to provide data on state services to LRCs; planning and conduct of training of LRC personnel in evaluation, documented and tabulated by number of training sessions held and number of staff trained; etc.

*IA-03-7: Fund expansion of LRC services. Includes SEA priority activities which fall within the orange intrastate workscope elements. (New efforts are included in IA-02-2; expansion efforts only should be included here.) Activities should be coded to the elements on the orange workscope (follows page 15).

*IA-03-8: Conduct intrastate work on behalf of a state to expand existing service. Includes ALRC activities directed toward expansion of intrastate services. (New efforts are included in IA-02-3; expansion efforts only should be included here.) Activities should be coded to the elements on the orange workscope.

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* Change in wording of strategy descriptor from that in ALRC Summary Reporting Form. See page 2.

LIST OF POSSIBLE WORKSCOPE ELEMENTS: AN INTRASTATE STRUCTURE WHICH SUGGESTS A WAY LOCAL, INTERMEDIATE, STA MEDIA AND MATERIALS SYSTEMS MAY SUPPORT THE EDUCATION OF HANDICAP

	AREA 1 PROGRAM DEVELOPMENT	AREA 2 INSTRUCTIONAL MATERIALS DEVELOPMENT	AREA 3 MEDIA, MATERIALS AND EDUCATIONAL TECHNOLOGY TRAINING	AREA 4 MEDIA AND MATERIALS INFORMATION SYSTEM
"S" STATE LEARNING RESOURCE CENTERS (SLRC)	1G Take the responsibility for guiding SEA in developing an intrastate network of media and materials centers and services. 1H Interpret state's need for ALRC assistance in intrastate media and materials services development by conducting needs assessments and establishing program priorities. 1I Act as the state director of special education's specialized staff for developing state plans and operating state-devised materials centers. 1J Devise and promote inter-center sharing of problems and solutions and human and material resources. 1K Coordinate LRC staff training in operation and maintenance of LRCs. 1L Serve as a clearinghouse for information regarding legislation and funding sources.	2H Operate statewide searches for teacher-made materials which are successful and replicable. 2I Operate facilities for minor adaptation of materials or development of new materials which are unique to the state's curriculum. 2J Recommend to SOVI, SOHI and SOOH offices of the ALRC network the potentials for adaptation or creation of materials through the ALRC that serves the state. 2K Operate statewide systems such as television networks, CAI facilities or materials-curriculum matching efforts.	3I Train teachers in sparsely settled areas of the state (voids in MLRC and LLRC media training coverage) as determined by needs assessment. 3J Coordinate the ALRC training work with the MLRC and LLRC efforts in the state. 3K Serve as the state director of special education's specialized staff in planning statewide training in pre- and in-service media training. 3L Interpret state training priorities for media and materials to the ALRC serving the state as determined by needs assessment.	4J Operate whatever resource [illegible] mation system the state de[illegible] to maintain. 4K Use the NCEMMH-operated system as a source for addi[illegible] information to back up the [illegible] system. 4L Maintain file of materials [illegible] which show where prescrib[illegible] materials can be obtained b[illegible] inquirer. 4M Offer MLRCs and LLRCs ac[illegible] appropriate information sys[illegible] and shared information opportunities.
"R" REGIONAL and "M" METROPOLITAN LEARNING RESOURCE CENTERS (RLRC/MLRC)	1M Develop cooperative structures and services within the SMSAs and/or multi-districts. 1N Operate the shared-facilities LEAs found desirable as cooperative services. 1O Devise or secure funding sources for metro and/or regional operated services. 1P Assist LEAs in setting up, operating or networking of LLRCs in schools or districts or grouped-districts having sufficient target-children to warrant.	2L Operate television and film production facilities or broker the technical services for same as LLRCs require more sophisticated production services than they have. 2M Represent the LLRC materials adaptors in their interactions with producers and publishers relative to copyright, permission to adapt, fees, etc. 2N Act as broker in obtaining state or national professional and technical services which are needed by LLRCs. 2O Develop materials as proposed by educators.	3M Train in the selection, usage and development of instructional materials as determined by needs assessment. 3N Serve as the staff training agent for LLRCs. 3O Act as ordering source for LLRCs in securing packaged training materials from SOMD office of ALRC network (see 5M). 3P Cooperate with college and university training programs with pre- and in-service training.	4N Maintain a collection of pri[illegible] catalogs for manual search[illegible] resources meeting certain [illegible] stated specifications. 4O Interface LEA & LLRC inqu[illegible] with state & national inform[illegible] systems (SLRC, NCEMMH[illegible] 4P Operate an inquiry-station [illegible] nal for direct accessing inf[illegible] tion from state or national [illegible] bases which are machine-oriented. 4Q Keep files on metro-wide in[illegible] tories of materials which c[illegible] shared by LLRCs and indiv[illegible] teachers within the MLRC [illegible] tory; and SMSA-wide sour[illegible]
"L" LOCAL LEARNING RESOURCE CENTERS (LLRC)	1Q Plan and implement in-school media services. 1R Conduct extra-curricular activities of media and materials service nature. 1S Advise supervisors and administrators on equipment, materials, staffing and budgetting for in-district or in-school media services development and operation.	2P Provide graphic and photographic and audio equipment, supplies and advice to teachers who wish to make child-use materials. 2Q Provide technical help, supplies and equipment [or "low cost" productions (slide-tapes, mini-TV, 8 mm films, etc) to teachers. 2R Find teacher-made materials having nationwide potential for helping children and make them known through appropriate state channels.	3Q Encourage teachers to set down the procedures they advocate in using certain materials or devices with given handicapped children. 3R Advocate dissemination of teacher-devised procedures descriptions by NCEMMH information system or SOMD depository. 3S Train district or school teachers & students in the essential skills of projectors, recorders & other equipment techniques. 3T Put training-potential teachers in contact with training institutions & ALRC, SLRC & MLRC training units. 3U Provide in-class assistance to teachers in selection, usage and development of materials.	4R Receive user-originated in[illegible] for materials-information [illegible] fy user language to require[illegible] search terms or instruct te[illegible] in the proper use of langua[illegible] required searches. 4S Input information inquiries [illegible] MLRC and/or SLRC, ALRC [illegible] NCEMMH facilities to add [illegible] local capacity to respond t[illegible] teacher inquiries. 4T Make users aware of inform[illegible] services available to them [illegible] vide information on use of [illegible] priate instructional materi[illegible] 4U Notify the information bas[illegible] inadequacy or inappropria[illegible] of inquiry responses noted [illegible] using-teachers.

LIST OF POSSIBLE WORKSCOPE ELEMENTS:
URE WHICH SUGGESTS A WAY LOCAL, INTERMEDIATE, STATE AND FEDERAL
S SYSTEMS MAY SUPPORT THE EDUCATION OF HANDICAPPED CHILDREN

AREA 3 MEDIA, MATERIALS AND EDUCATIONAL TECHNOLOGY TRAINING	AREA 4 MEDIA AND MATERIALS INFORMATION SYSTEM	AREA 5 MATERIALS DISTRIBUTION SYSTEM	AREA 6 PROJECT ADMINISTRATION AND EVALUATION
3I Train teachers in sparsely settled areas of the state (voids in MLRC and LLRC media training coverage) as determined by needs assessment. 3J Coordinate the ALRC training work with the MLRC and LLRC efforts in the state. 3K Serve as the state director of special education's specialized staff in planning statewide training in pre- and in-service media training. 3L Interpret state training priorities for media and materials to the ALRC serving the state as determined by needs assessment.	4J Operate whatever resource information system the state desires to maintain. 4K Use the NCEMMH-operated system as a source for additional information to back up the state system. 4L Maintain file of materials sources which show where prescribed materials can be obtained by inquirer. 4M Offer MLRCs and LLRCs advice on appropriate information systems and shared information opportunities.	5G Acquire, process, maintain and distribute a collection of instructional materials which are appropriate to a state-based collection. 5H Offer loan service of collection to teachers, parents, teacher training personnel and LEAs who have no LLRC or MLRC source for materials. 5I Use the SOMD and other national, regional and regular learning resource services and collections as a back-up to state and intrastate materials collections as needed. 5J Keep record of usage of SOMD-based collection as acquisition guidance for SLRC, MLRC and/or LLRC collections.	6A Conduct assessment of needs and identify resources pertaining to instructional materials development, media/materials and educational technology training, information system, and materials distribution system. 6B Conduct assessment of center's operation and procedures. 6C Establish program priorities and develop plans for implementation, operation, and evaluation. 6D Provide management activities appropriate to level of operation. 6E Monitor progress, report as appropriate, and evaluate services. 6F Maintain communication channels internal and external to operation.
3M Train in the selection, usage and development of instructional materials as determined by needs assessment. 3N Serve as the staff training agent for LLRCs. 3O Act as ordering source for LLRCs in securing packaged training materials from SOMD office of ALRC network (see 5M). 3P Cooperate with college and university training programs with pre- and in-service training.	4N Maintain a collection of printouts and catalogs for manual searches for resources meeting certain teacher-stated specifications. 4O Interface LEA & LLRC inquiries with state & national information systems (SLRC, NCEMMH, etc.). 4P Operate an inquiry-station terminal for direct accessing information from state or national data bases which are machine-oriented. 4Q Keep files on metro-wide inventories of materials which can be shared by LLRCs and individual teachers within the MLRC territory; and SMSA-wide source file.	5K Acquire, process, maintain and distribute a collection of instructional materials which are too high-cost and low-usage for LLRC collections. 5L Establish metro-wide distribution systems and loan rules for the use of the MLRC collection by the member-LEAs and other acceptable users. 5M Use the SLRC and SOMD and regular learning resource collections as back-up to the MLRC collection as needed. 5N Keep records of SLRC and SOMD-based usage as acquisition guidance for the MLRC and LLRC collections.	
3Q Encourage teachers to set down the procedures they advocate in using certain materials or devices with given handicapped children. 3R Advocate dissemination of teacher-devised procedures descriptions by NCEMMH information system or SOMD depository. 3S Train district or school teachers & students in the essential skills of projectors, recorders & other equipment techniques. 3T Put training-potential teachers in contact with training institutions & ALRC, SLRC & MLRC training units. 3U Provide in-class assistance to teachers in selection, usage and development of materials.	4R Receive user-originated inquiries for materials-information & modify user language to required search terms or instruct teachers in the proper use of language for required searches. 4S Input information inquiries to MLRC and/or SLRC, ALRC and NCEMMH facilities to add to the local capacity to respond to teacher inquiries. 4T Make users aware of information services available to them and provide information on use of appropriate instructional materials. 4U Notify the information base of inadequacy or inappropriateness of inquiry responses noted by using-teachers.	5O Wherever appropriate use the district or school library facilities to include resources for teachers of the handicapped. 5P Maintain an equipment supply which permits the projection or other machine-based usage of materials for students, teachers and parents. 5Q Use the MLRC, SLRC, SOMD and regular learning resource collections as a back-up to the LLRC materials collection. 5R Acquire, process, maintain and distribute materials considered low-cost & high-usage (warranting LLRC procurement for exclusive use by LEA). 5S Enter into agreements with other LLRCs & LEAs in the SMSA to have inter-collection loans as possible or desirable.	

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WORKSCOPE ELEMENT IB - PROVIDE TECHNICAL ASSISTANCE TO SEAS IN STATE PLANNING OF INTRASTATE MATERIALS-SERVICES

As in other ALRC participation in state planning, planning of intrastate materials-services will be conducted state-by-state. The scope of ALRC planning support can be broad. However, two major areas for support should be: 1) development of state plans for the use of funds available to handicapped learners for media and materials support; and 2) the design of networking models for intrastate media services delivery which are unique to a state's particular stage of development in media services.

In all planning activities with an SEA, the ALRC shall restrict its participation to assisting the SEA. The ALRC shall assume neither the authority nor the responsibility for setting priorities or actually designing any state plans. The ALRC may, however, recommend alternate approaches for consideration by SEA planners.

In designing models for intrastate media center networking, the ALRC may recommend alternate models from which an SEA may choose in planning and implementing intrastate services. Such alternatives, however, should be the result of a collaborative development effort between the ALRC and SEA. Emphasis should be on mutuality of planning.

A measure of the effectiveness of planning support to SEAs will be taken in the spring of 1977, when the status of media services as of March 1, 1977 , will be evaluated, together with the media services development activities leading up to that date. Media services development should reflect significant, planned technical support by the ALRC. Any deviations from media services development plans originally submitted to the funding agency (as of October 1, 1974) should be reflected in new plans submitted to the funding agency for review and approval, documenting the changed circumstances requiring those deviations and justifying the changes in plans.

Workscope Element IB - Summary Strategies

The following strategies summarize the types of activities which may be pursued in fulfillment of Workscope Element IB (provide technical assistance to SEAs in state planning of intrastate materials services):

IB-01: Identify state resources and needs relative to LRC services.

IB-02: Develop models for state delivery of LRC services.

IB-03: Assist in state planning for LRC services.

Workscope Element IB strategies must be specific to statewide planning for intrastate LRC materials services delivery. The following types of ALRC-specific strategies may be included in Element IB:

Summary Strategy IB-01 - Identify state resources and needs relative to LRC services.

IB-01-1: Identify state resources and services. Deals with existing state resources and services related to LRC functions. May be an outgrowth of IA-01-1 (assess SEA needs and resources) and IA-01-2 (develop profile of existing LRC services). Activities and outcomes: development, production, and dissemination of reports on state resources and of service directories; progress reports; documentation of personnel contacts in implementing strategy; etc.

IB-01-2: Conduct a needs assessment relative to LRC services. Deals with functions of the local resource center, rather than with broad scope of IA-01-1 (assess SEA needs and resources). Activities and outcomes: conducting of needs assessments; production and distribution of reports on LRC services needs; etc.

Summary Strategy IB-02 - Develop models for state delivery of LRC services.

IB-02-1: Provide models and guidelines for state LRC services. Specifically relates to models and guidelines for LRC development. Activities and outcomes: development of LRC models; documentation of LRC delivery systems; implementation of SLRC and MLRC depositories; development of SLRCs and MLRCs using models and guidelines developed; etc.

IB-02-2: Provide state network delivery system models. Deals specifically with state network delivery systems. Activities and outcomes: development of media-exchange guidelines; SEA personnel trained in use of guidelines; SEAs implementing guidelines; documentation of implementation of strategy; etc.

Summary Strategy IB-03 - Assist in state planning for LRC services.

IB-03-1: Assist SEA in establishing state plans for LRC services. All state planning activities which are not specific to other strategies in Workscope Element IB may be included in this strategy. Activities and outcomes: development and documentation of state plans for media support services through SLRCs, MLRCs, and local LRCs; documentation of new SLRCs, MLRCs, and local LRCs established as a result of ALRC-assisted state planning; and documentation of contacts with SEA personnel to assist in planning.

IB-03-2: Assist SEA in developing plan for purchasing materials. Deals specifically with state plans for purchase of materials. Activities and outcomes: contacts with vendors; preparation of lists of funding sources; development and documentation of plans for purchase of materials; documentation of implementation of plans.

IB-03-3: Design plan for phase-out of ALRC funding to LRCs. Consistent with the objective of viability and self-sufficiency on the part of LRCs (see Workscope Element IA discussion, page 9, and withdrawal/disengagement conditions, page 14), ALRC assistance in SEA planning shall include design of plans for phase-out of ALRC support. Activities and outcomes: development and documentation of ALRC funding phased out at specific LRCs.

WORKSCOPE ELEMENT IC - PROVIDE SEAS AND LEAS CONSULTATION ON EDUCATIONAL TECHNOLOGY OF SPECIAL EDUCATION MATERIALS USAGE.

Within the broad scope of technical assistance which an ALRC will render, consultant services dealing with special education materials usage is a keystone in the structure of the Workscope. The ALRC will assist SEAs and LEAs in determining their needs for consultants, and, if the consultant expertise does not exist among the ALRC personnel, or if it is otherwise not available as an ALRC staff service when needed, the ALRC will identify and acquire, within budget limits, the consultant resource elsewhere as a purchased service.

Consultant services may be any of the following.

1) Expert Opinion - This is consultation in its most limited and classical sense: providing a client with judgment as to what is possible, what is practical and what is most desirable within the state of the art. Reviews and evaluations of work done by others typically fall within this classification. Also typically, this is the type of consultant service for which an honorarium might be more appropriate than a fee.

2) Time and Effort - This is the broadest category of consultant service, in which a consultant provides his own time and personal skills for meeting process-oriented, rather than product-oriented requirements. Participation in design and development activities, analyses which go beyond expert opinion, training and other instructional activities--these are typical applications. Although documentation on what the consultant does or a report on the outcome of his work may be required, the consultant essentially is providing time and effort.

3) Delivery of a Product - In this category, the consultant agreement is, in effect, a contract for delivery of a product. Although time and effort required to do the job may help determine the consultant fee, it is the delivery of a finished product, e.g., instructional materials, materials for publication, systems specifications, a model, plan, or proposal, etc., rather than time and effort, for which the consultant is hired and paid. With emphasis on product rather than on process, a hired consultant may, in fact, hire others to help complete the requirement--while maintaining full responsibility for the deliverable.

It should be noted that the Learning Resources Branch of BEH requires a report of all consultant usage by ALRCs/SOs/NCEMMH, including the consultant's name, purpose, cost, service description, and output.

Workscope Element IC - Summary Strategies

The following strategies summarize the type of activities which may be pursued in fulfillment of Workscope Element IC (provide SEAs and LEAs consultation on educational technology of special education materials usage):

IC-01: Provide consultant services on educational technology related to special education materials usage.

IC-02: Develop and maintain consultant registry.

Workscope Element IC deals specifically with media and materials usage. In other areas of SEA and LEA activity, ALRC consultant services and related technical assistance should be categorized according to the application which they support, e.g., state planning - Workscope Element IB; media, materials, and technology services development - Workscope Element IF; training needs assessment - Workscope Element IIIA; etc.

The following types of ALRC-specific strategies may be included in Element IC:

Summary Strategy IC-01 - Provide consultation services on educational technology related to special education materials usage.

IC-01-1: Provide consultant services to SEAs. Deals specifically with consultation as such. Activities and outcomes: tabulation of requests for consultant services and requests honored; documentation of consultations on 1) training program identification; 2) evaluation of materials related services; 3) feasibility study preparation; 4) information retrieval systems; 5) media and materials usage; 6) evaluation of materials; 7) methods and materials prescriptions; 8) in-service training.

IC-01-2: Provide consultant service to LRCs. Same as IC-01-1, except that consultation is provided to LRCs rather than SEAs.

IC-01-3: Provide consultant service to LEAs. Same as IC-01-1, except that consultation is provided to LEAs rather than SEAs. Here, as elsewhere, ALRC should avoid direct service to LEAs, concentrating on helping SEAs develop capability needed for LEA support. Typically, consultation to LEAs would occur in the context of efforts to develop MLRCs or RLRCs. (LEA relates to a nucleus unit of an MLRC, RLRC, or SLRC.)

IC-01-4: Provide consultant service to RRCs. Same as IC-01-1, except that consultation is provided to RRCs rather than SEAs. ALRC should find ways of recovering costs of extensive services to RRC.

Summary Strategy IC-02 - Develop and maintain consultant registry.

IC-02-1: Prepare consultant registry. Encompasses establishment of a consultant registry and its ongoing maintenance. Registry of individuals outside of the region, unless idiosyncratic in design or content (reflecting unique ALRC regional need), should reflect Network coordination. Activities and outcomes: design, development and implementation of registry service; documentation of technical assistance in preparing registry; description and tabulation of contents of registry.

IC-02-2: Provide consultant registry information. Deals with use of consultant registry, including providing consultant-identification services to ALRC clients. Activities and outcomes include: production and dissemination of printed registries; tabulation of registries disseminated; documentation and tabulation of consultant registry usage for ALRC purposes; documentation and tabulation of requests from ALRC clients for consultant identification, and requests honored.

WORKSCOPE ELEMENT ID - DEVELOP CAPACITY FOR CONDUCT OF (OR PARTICIPATION IN) MEDIA AND MATERIALS CONFERENCES AND WORKSHOPS.

An ALRC may attempt to fill gaps in media and materials training which have been identified and prioritized by SEAs, but in no way should an ALRC be competitive with training bodies within a region. The primary role of an ALRC in regard to media/materials training should be that of getting universities, colleges, in-service training committees, etc., to recognize training needs and to meet those needs as rapidly as possible. An ALRC training program may be mounted as a stop-gap measure, but only temporarily, until a college, university, or other training unit takes over. BEH will not fund an ALRC with a heavy training commitment.

Workscope Element ID - Summary Strategies

The following strategies summarize the type of activities which may be pursued in fulfillment of Workscope Element ID (develop capacity for conduct of (or participation in) media and materials conferences and workshops):

ID-01: Conduct and participate in workshops and other media and materials training.

ID-02: Participate in media and materials conferences.

ID-03: Develop and maintain resources to support workshops and conference activities.

Workscope Element ID incorporates all those functions which operationalize an ALRC's training functions. Strategies should interface with relevant outcomes of Workscope Area III, e.g., training needs assessments; dissemination of training needs information; providing consultant services for meeting training needs; etc.

The following types of ALRC-specific strategies may be included in Element ID:

Summary Strategy ID-01 - Conduct and participate in workshops and other media and materials training.

ID-01-1: Conduct workshops. At the initiative of an SEA, and if other training resources cannot fill the need, the ALRC may assume sole or primary responsibility for conducting workshop activities on a temporary basis and with a plan for take-over by other training units as soon as possible in order to free ALRC resources to fill other gaps. Activities and outcomes: documentation and tabulation of workshops (including identification and number of those attending) which the ALRC conducts for SEAs, LEAs, MLRCs, LRCs, RRCs, college faculties, pre-service teachers, and other appropriate clients.

ID-01-2: Assist in conducting workshops. The ALRC assists or takes a secondary role in workshop activities for which another agency has primary responsibility. Activities and outcomes: documentation and tabulation of workshops (including identification and number of those attending) for which the ALRC provides assistance, conducted for SEAs, LEAs, MLRCs, LRCs, RRCs, college faculties, pre-service teachers, and other appropriate clients.

Summary Strategy ID-02 - Participate in media and materials conferences.

ID-02-1: Participate in media and materials conferences. Incorporates all legitimate conference activities. This does not license attendance at state, regional, or national conferences as a spectator. Priority should be on getting into local and state professional meetings and making things happen which will result in improved instruction through media/materials usage. Activities and outcomes: participation in and documentation of national, regional, state, and intra-state meetings.

Summary Strategy ID-03 - Develop and maintain resources to support workshops and conference activities.

ID-03-1: Maintain resource file of training materials and consultants. Development of information base to support workshops and conference activities interfaces with and reflects output of Strategies IIIC-01 (locate training programs and materials) and IC-02 (develop consultant registry). Activities and outcomes: documentation and tabulation of training materials, and training consultants identified and available for workshops and conferences. Care should be taken to insure that such files do not become redundant of NIMIS capability and files. NIMIS will be the single source of information on media competency training materials.

ID-03-2: Obtain materials for training. Refers specifically to participant-use materials for workshops and conferences, and presentor/instructor materials and equipment. Activities and outcomes: preparation and tabulation of participant-use materials, kits, packages, etc.; description of materials and equipment purchased and borrowed.

ID-03-3: Distribute calendar of conferences. Dissemination of information on workshops and conferences to client agencies and institutions and potential attendees. Activities and outcomes: development of master calendar for workshops and conferences; distribution of calendar and tabulation of recipients. Such a calendar is not a vehicle to advertise ALRC training involvement or solicit ALRC involvement in training activities, but primarily to inform potential participants of workshop/conference opportunities provided by existing agencies within the state or region.

WORKSCOPE ELEMENT IE - DEVISE AND EXECUTE PLAN FOR DISSEMINATION OF CHILD-USE INSTRUCTIONAL MATERIALS-RELATED INFORMATION TO SEA-DESIGNATED RECIPIENTS.

As in other state planning, e.g., Element IB, provide technical assistance in state planning of materials services, the ALRC shall assume neither the authority nor the responsibility for setting state priorities, or policies in regard to child-use materials information dissemination, but rather shall work with SEAs in developing and operating whatever kind of resource information service a state wishes to establish. The ALRC shall identify appropriate information systems and shared information opportunities and submit these as alternatives in dissemination planning.

The ALRC will not maintain materials information retrieval systems, but will use the National Instructional Materials Information System (NIMIS) to respond to SEA requests where other information resources are inadequate (see Strategy IG-02, provide access to network services). The ALRC will aid SEAs in building files of materials sources into each SLRC, and also may aid MLRCs in maintaining MLRC files on inventories of materials which can be shared by LLRCs and individual teachers.

Access to NIMIS will be only at the request of an SEA or SLRC; the ALRC will not respond to a request from an individual teacher, LEA, or MLRC for a NIMIS information search. However, the ALRC will pass on to both state and national information services feedback from teachers using inquiry responses, particularly when those responses have been inadequate or inappropriate. ALRCs will give high profile to the SEA and in-state centers, not to themselves.

Workscope Element IE - Summary Strategy

The following strategy summarizes the type of activities which may be pursued in fulfillment of Workscope Element IE (devise and execute plan for dissemination of child-use instructional materials-related information to SEA-designated recipients):

*IE-01: Disseminate the NIMIS-derived child-use materials information through SEA.

Workscope Element IE deals specifically with child-use instructional materials information. Strategies dealing with other types of instructional materials should be categorized elsewhere, as appropriate, e.g., media-training materials, Workscope Area III. Any ALRC information-dissemination plan must be NIMIS-compatible and NIMIS-centered.

The following type of ALRC-specific strategy may be included in Element IE:

*Summary Strategy IE-01 - Disseminate NIMIS-derived child-use materials information through SEA.

*IE-01-1: Disseminate NIMIS-derived child-use materials information through SEA. Involves planning for and implementation of delivery of NIMIS-generated and centered information on child-use materials through vehicles specified by SEA or established through SEA initiative. The interpretation of this activity is very specific and quite narrow. Specifically excluded are the creation of information systems and services at the ALRC regional level; ALRC identification of child-use instructional materials; ALRC maintenance of vendor lists; ALRC development of teacher and parent mailing lists; and ALRC production and distribution of newsletters, bibliographies, materials critiques, and information briefs on individual materials. The intent is for the ALRC to maintain a low profile, while creating a high profile for SEAs and local LRCs. Activities and outcomes: documentation of planning and plans developed; documentation and tabulation of request for NIMIS-generated data, requests satisfied, and information disseminated.

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* This new Summary Strategy IE-01 replaces the former Strategies IE-01 and IE-02 which were defined in the ALRC Summary Reporting Form. All of the former IE-01 strategies (identify child-use instructional materials, etc.) have been judged inappropriate to the ALRC Workscope because they represent work which should be done by SLRCs, or at the national level, by NCEMMH or SOs 1, 2, and 3.

WORKSCOPE ELEMENT IF - PROVIDE HUMAN RESOURCES FOR REINFORCING STATE STAFF IN MEDIA, MATERIALS, AND TECHNOLOGY SERVICES DEVELOPMENT.

The ALRC shall reinforce SEA staff only to the extent that the SEA requests personnel back-up, if the SEA does not have the in-house resources to advise the state director of special education in matters relating to development of media, materials, and technology services. In meeting SEA personnel needs, the ALRC may adopt whatever alternatives are most practical and mutually acceptable, within ALRC budgetary limits. These alternatives may include half-time or part-time loan of ALRC staff to SEA, paying for full-time or part-time personnel to work on SEA staff for limited periods, hiring consultants for benefit of SEA, scheduled contacts between ALRC and SEA staffs for information input to SEA, on-call consultation services to SEA provided by ALRC staff, etc.

As requested by the SEA, the ALRC also will provide educational technology services support to SLRCs, RLRCs, MLRCs, and LLRCs. Support to LEAs must be limited by those considerations discussed on pages 7, 13, and 25. In a critical event, or in a demonstration situation, the ALRC might advise local supervisors and administrators on equipment, materials, staffing, and budgeting for in-district or in-school media services development and operation; assist LLRCs in planning and implementing in-school media services; provide educational technology services development information to pre-service trainers; etc. However, great care should be taken that the creation and development of MLRCs and LLRCs are not discouraged because ALRC services are so readily available, effective, and cost-free.

Workscope Element IF - Summary Strategies

The following strategies summarize the type of activities which may be pursued in fulfillment of Workscope Element IF (provide human resources for reinforcing state staff in media, materials, and technology services development):

IF-01: Provide information on media, materials, and technology services development.

IF-02: Assist SEAs in media, materials, and technology services development.

Workscope Element IF deals specifically with development of services. Its goal is the expansion of media, materials, and technology services, and the adoption and implementation of new approaches and techniques by the SEA and learning centers in meeting the needs of special education.

The following types of ALRC-specific strategies may be included in Element IF:

Summary Strategy IF-01 - Provide information on media, materials, and technology services development.

IF-01-1: Provide services development information. Encompasses all dissemination functions related to dissemination of services development information. Activities and outcomes: documentation of dissemination of needs and resources surveys, other services development data; documentation of new techniques implemented, etc.

IF-01-2: Analyze state workscope and manpower resources. Encompasses all data gathering and analysis functions required for determining services development needs. Activities and outcomes: documentation of analyses completed and recommendations provided.

Summary Strategy IF-02 - Assist SEAs in media, materials, and technology services development.

IF-02-1: Provide technical assistance to SEA on information systems. Assistance dealing with information systems only. Activities and outcomes: documentation of requests for assistance, assistance provided, by what personnel resources, i.e., ALRC staff loan, outside consultant, ALRC consultation, etc.

IF-02-2: Assist SEA in development of cataloging system. Assistance dealing with cataloging systems only. Activities and outcomes: same as IF-02-1.

IF-02-3: Assist SEA in borrowing materials. Assistance dealing with borrowing materials only. Activities and outcomes: same as IF-02-1.

IF-02-4: Assist SEA in assessing effectiveness of in-service training. Assistance dealing with in-service training assessment only. Activities and outcomes: same as IF-02-1.

IF-02-5: Supplement SEA staff. Encompasses all SEA staff support not included in other strategies within Workscope Element IF. Activities and outcomes: same as IF-02-1.

WORKSCOPE ELEMENT IG - ACT AS THE INTERFACE BETWEEN THE LOCALLY EXPRESSED NEED FOR MATERIALS INFORMATION AND MATERIALS-LOAN AND THE ALRC/NCEMMH NETWORK RESOURCES FOR MEETING SUCH NEEDS.

The ALRC shall act as the interface between local and state materials centers, pre- and in-service training institutions, and the ALRC/NCEMMH Network for sharing available resources of all kinds (see also Workscope Element IIIC, help locate training programs and materials). In this capacity, the ALRC shall serve as the channel not only for making Network-wide resources available to clients at all levels within the region, but also for providing feedback to Network components as to adequacy of Network resources for meeting client needs. A concern of particular importance to the ALRC shall be that of interfacing the services of the National Instructional Materials Information System (NIMIS) and state and other available information systems to assure maximum service to clients at lowest cost and with minimum redundancy.

Workscope Element IG - Summary Strategies

The following strategies summarize the type of activities which may be pursued in fulfillment of Workscope Element IG (act as the interface between the locally expressed need for materials information and materials-loan and the ALRC/NCEMMH Network resources for meeting such needs):

*IG-01: Provide information on Network services available through SEA or SLRC.

*IG-02: Provide access to Network services at SEA or SLRC request.

Workscope Element IG accommodates all communication flow activities related to materials information and materials loan which might be conducted between an ALRC and: other ALRCs; the four Special Offices within the Network; NIMIS and other NCEMMH functions; and agencies external to the ALRC/NCEMMH Network with whom contacts are made through channels at the Network level rather than at the regional level.

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* Change in wording of strategy descriptor from that in ALRC Summary Reporting Form. See page 2.

Element IG activities are inherently dependent on ALRC/NCEMMH Network planning; on the state of readiness and availability of Network services like NIMIS; and on conditions of shared-costs and authority between ALRCs, NCEMMH, and SOs which may derive from the implementation of NCEMMH- and SO-originated Network services. For example, in the activation of NIMIS, the installation of telecommunication terminals at ALRCs and the training of ALRC personnel for NIMIS operation may be an NCEMMH financial and management responsibility (see Strategy IG-02-1 below). NCEMMH and the SOs will provide necessary guidelines at the appropriate time for strategy and budget development by ALRCs in these Network services activities.

The following types of ALRC-specific strategies may be included in Element IG:

*Summary Strategy IG-01 - Provide information on Network services available through SEA or SLRC.

**IG-01-1: Provide information on Network services available through SEA or SLRC. Ongoing dissemination of information about available Network services to ALRC clients (SEAs and SLRCs). Activities and outcomes: preparation and dissemination of reports to SEAs and SLRCs on available Network services; documentation and tabulation of requests from clients for information on availability of services, and requests satisfied.

*Summary Strategy IG-02 - Provide access to Network services at SEA or SLRC request.

IG-02-1 Provide access to National Instructional Materials Information System (NIMIS). Encompasses all activities dealing with the development of ALRC capability to

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* Change in wording of strategy descriptor form that in ALRC Summary Reporting Form. See page 2.

** This strategy now combines both of the former Strategies IG-01-1 and IG-01-2 which were defined in the ALRC Summary Reporting Form. The former Strategy IG-01-1 activities (survey existing information and loan capabilities) were significant as a separate strategy only within the context of first-year ALRC start-up. Any such continuing activities may be included as part of the present Strategy IG-01-1.

directly access NIMIS, and with the actual provision of NIMIS service to clients by an ALRC. This strategy should be proposed only as part of overall Network planning for NIMIS implementation. See discussion of ALRC/NCEMMH interface considerations on preceding pages. Activities and outcomes: planning for ALRC implementation of NIMIS services; installation of telecommunication terminal; training of ALRC personnel for NIMIS operation; documentation of NIMIS services provided to clients--tabulation of client inquiries received and satisfied.

IG-02-2: Provide access to S4 materials distribution services. Encompasses all activities dealing with provision of materials loan services to clients by an ALRC through resources of Special Office for Materials Distribution. Activities and outcomes: documentation and tabulation of loan request received and satisfied by ALRC through S4.

IG-02-3: Obtain assistance from NCEMMH or SOs for states. Includes all access to Network services through ALRC not specifically incorporated in OG-02-1 and IG-02-2. Activities and outcomes: documentation and tabulation of requests for materials evaluation, training, and other services to clients received and satisfied by ALRC through NCEMMH and SO resources.

WORKSCOPE AREA III

MEDIA, MATERIALS AND EDUCATIONAL TECHNOLOGY TRAINING

The goal of ALRC media training activities is to increase the appropriate use of instructional materials and technology for the handicapped learner. All such activities shall be mutually planned with those state and local agencies and individuals who share the authority and responsibility for the operation of the Local Learning Resource Centers.

ALRC media, materials, and educational technology training activities consist of the following Workscope Elements:

IIIA: Help trainers to identify media, materials, and educational technology training needs.

IIIB: Execute a plan to make needs known to pre- and in-service training institutions and agents, and provide consultation services to same.

IIIC: Help trainers to locate extant and usable training programs and materials which fulfill needs.

IIID: Design and conceptualize needed and unavailable training materials to fulfill needs; supervise and fund production using facilities and technical services of S1, S2, and S3 Centers.

IIIE: Classify, describe, and encode media-training materials for information base entry.

In implementing any of these work elements, the ALRC serves to assist pre- and in-service teacher-training agencies. The materials components of the Workscope Area are confined exclusively to teacher-use materials which are designed to increase teacher competency in utilization of instructional materials. Utilization is defined broadly to include teacher design/production, selection, and classroom use of media and materials.

WORKSCOPE ELEMENT IIIA - HELP TRAINERS TO IDENTIFY MEDIA, MATERIALS, AND EDUCATIONAL TECHNOLOGY TRAINING NEEDS.

The ALRC will take the initiative in identifying the needs for and the availability of teacher-use media-training materials, i.e., materials designed to increase the competency of a teacher in developing, selecting, and using media and instructional materials. A national needs assessment responsibility in this area is still under consideration. A Network-wide approach which will permit an aggregation of regional perceptions on a national plane may be defined by BEH. Until this question is resolved, however, the ALRC Director is advised to consult with BEH project management before formally submitting proposed strategies for Element IIIA.

Workscope Element IIIA - Summary Strategies

The following strategies summarize the types of activities which may be pursued in fulfillment of Workscope Element IIIA (help trainers to identify media, materials, and educational technology training needs):

IIIA-01: Plan and develop media, materials, and educational technology training needs assessment.

IIIA-02: Conduct media, materials, and educational technology training needs assessment.

Needs assessments should be for both pre-service and in-service training of teachers. See note in introductory paragraph about advisability of consulting with BEH project officer before formal submittal of proposed strategies.

The following types of ALRC-specific strategies may be included in Element IIIA:

Summary Strategy IIIA-01 - Plan and develop media, materials, and educational technology training needs assessment.

IIIA-01-1: Plan for needs assessment. Deals with planning activities only. (For implementation of needs assessments, see IIIA-02.) Activities and outcomes: development and documentation of needs assessment plans; field-testing and documentation of needs assessment systems; updating of needs assessment plans; etc.

IIIA-01-2: Develop needs assessment tools. Refers specifically to development of instruments and methodology for assessing training needs. Activities and outcomes: development or adaptation of needs assessment instruments, and documentation of instruments ready for use.

Summary Strategy IIIA-02 - Conduct media, materials, and educational technology training needs assessment.

IIIA-02-1: Conduct needs assessment. Implementation of plans which come out of IIIA-01, where the ALRC assumes sole or primary responsibility for conducting a needs assessment. Activities and outcomes: documentation of assessment models; conducting and documentation of assessment activities; production and dissemination of assessment reports, tabulation of report circulation; etc.

IIIA-02-2: Assist SEA in identifying training needs. The ALRC assists or takes a secondary role in conducting needs assessments for which an SEA has primary responsibility. Activities and outcomes: documentation of SEAs assisted, area of training (i.e., preservice, in-service), nature of assistance, etc.; documentation of contracts with SEAs; production and dissemination of assessment reports, tabulation of circulation; etc.

IIIA-02-3: Assist LRCs in identifying training needs. Same as IIIA-02-2, except that SLRC, RLRC, or MLRC may assume primary responsibility for teacher-training needs assessment and is agency assisted by ALRC. This strategy should be implemented as a part of the state plan.

IIIA-02-4: Assist universities and colleges in identifying training needs. Same as IIIA-02-2, except that colleges and universities assume primary responsibility for teacher-training needs assessment, and are institutions assisted. This strategy should be implemented as a part of the state plan.

IIIA-02-5: Summarize extant data on training needs. Incorporates the identification, acquisition, analysis, and processing of training-needs data which already have been documented. Activities and outcomes: production, dissemination, documentation, and tabulation of needs reports.

WORKSCOPE ELEMENT IIIB - EXECUTE A PLAN TO MAKE NEEDS KNOWN TO PRE- AND IN-SERVICE TRAINING INSTITUTIONS AND AGENTS AND PROVIDE CONSULTATION SERVICES TO SAME.

The ALRC shall disseminate training needs information to pre- and in-service training institutions and agents, and, upon request, shall provide consultation for meeting the needs identified. Information dissemination may be through personal presentation, e.g., at conferences specially convened for the purpose, or at other meetings, or by means of reports or other publication.

Workscope Element IIIB - Summary Strategies

The following strategies summarize the types of activities which may be pursued in fulfillment of Workscope Element IIIB (execute a plan to make needs known to pre- and in-service training institutions and agents and provide consultation services to same):

IIIB-01: Disseminate training needs information.

IIIB-02: Provide consultant service to meet training needs.

Consultant services in Workscope Element IIIB must be specific to teacher-training needs. Other ALRC consultant services and related technical assistance should be categorized according to the applications which they support, e.g., state planning - Workscope Element IB; special education materials-usage - IC; media, materials, and technology services development - IF; etc.

The following types of ALRC-specific strategies may be included in Element IIIB:

Summary Strategy IIIB-01 - Disseminate training needs information.

IIIB-01-1: Prepare and disseminate reports on needs analysis. Dissemination of IIIA information output. Activities and outcomes: preparation, dissemination, documentation of reports; documentation of recommendations, dissemination of recommendations, and recommendations implemented.

IIIB-01-2: Sponsor conferences to disseminate needs analysis data. Refers specifically to conferences which are sponsored by ALRC for dissemination of training-needs information. Activities and outcomes: conduct and documentation of conferences; identification and number of participants; etc.

Summary Strategy IIIB-02 - Provide consultant services to meet training needs.

IIIB-02-1: Provide consultant service to meet training needs. Consultant service may be provided by ALRC personnel, or may be purchased by ALRC for client agency or institution. Activities and outcomes: provide consultation; document requests received and services rendered.

WORKSCOPE ELEMENT IIIC - HELP TRAINERS TO LOCATE EXTANT AND USABLE TRAINING PROGRAMS AND MATERIALS WHICH FULFILL NEEDS.

The ALRC will locate existing training materials and programs which fulfill the needs identified in implementation of Workscope Element IIIA. A special aspect of this responsibility is that of identifying and establishing sources of existing training programs and materials throughout a region not only for meeting needs within the region, but also for making those resources accessible throughout the ALRC/NCEMMH Network through Network interfaces. The ALRC shall act as the regional interface between instate units (SEAs, local and state LRCs, pre- and in-service training institutions), and the ALRC/NCEMMH Network for sharing all available training resources.

Workscope Element IIIC - Summary Strategies

The following strategies summarize the types of activities which may be pursued in fulfillment of Workscope Element IIIC (help trainers to locate extant and usable training programs and materials which fulfill needs):

IIIC-01: Locate training programs and materials which fulfill needs.

IIIC-02: Disseminate information on available training programs and materials.

As in identifying and making information available about child-use instructional materials (Workscope Element IF), access to Network facilities and resources for teacher-training programs and materials through the ALRC will be in the nature of back-up to regional capability, and will be implemented only after state and intermediate-level resources have been exhausted for meeting specified needs.

The following types of ALRC-specific strategies may be included in Element IIIC:

Summary Strategy IIIC-01 - Locate training programs and materials which fulfill needs.

IIIC-01-1: Survey available training materials. Encompasses all general, non-specific survey and identification activities. (See IIIC-01-2 and IIIC-01-3 for specifically oriented strategies.) To the extent possible, this should be a shared activity (division of labor) among ALRCs, coordinated through a procedure

defined by the Media, Materials, and Technology Training Committee, Network Standing Committee Three. Activities and outcomes: development and documentation of survey models; conducting and documentation of surveys; documentation of programs and materials located; production, dissemination, and documentation of reports; conclusion and documentation of subcontracts for survey activities; etc.

IIIC-01-2: Assist LRCs in identifying and obtaining specific materials and programs. Includes assistance to all types of LRCs for identifying and obtaining specific materials and programs. Activities and outcomes: identification of LRCs assisted; documentation of assistance and results; documentation of subcontracts.

IIIC-01-3: Assist universities and colleges in identifying and obtaining specific materials and programs. Same as IIIC-01-2, except that recipients of assistance are universities and colleges, i.e., teacher-training institutions, rather than LRCs.

Summary Strategy IIIC-02 - Disseminate information on available training programs and materials.

IIIC-02-1: Disseminate information on available training materials and programs. Encompasses all activities related to information dissemination. NIMIS will be the source of the training materials information distributed by the ALRC, so the preparation by the ALRC of lists, directories, catalogs, etc. of training materials and programs is specifically excluded from activities in this strategy. Activities and outcomes: documentation and tabulation of distribution of NIMIS-derived lists, directories, analyses, evaluations, etc. of training materials and programs; documentation and tabulation of requests for information received and satisfied. Refer to IE-01-1 for background on intent.

WORKSCOPE ELEMENT IIID - DESIGN AND CONCEPTUALIZE NEEDED AND UNAVAILABLE TRAINING MATERIALS TO FULFILL NEEDS; SUPERVISE AND FUND PRODUCTIONS USING FACILITIES AND TECHNICAL SERVICES OF S1, S2, S3 CENTERS.

Based on voids identified through the implementation of Workscope Elements IIIA and IIIC, the ALRC will conceptualize needed and unavailable training materials for teachers of the handicapped. Actual development and production (or adaptation, if feasible) of materials will be accomplished by the appropriate Specialized Office as part of its Network service. An ALRC is not expected to maintain media production facilities, technicians, or collections.

If the Specialized Office is not able to respond adequately or in a timely manner to an ALRC request for materials production, the ALRC may also contract with other agencies or institutions for development and production services. Specific policies and procedures for ALRC/NCEMMH/SO product planning, development, production and distribution are the responsibility of NCEMMH currently carried out through Committee Two. The ALRC may draw on NCEMMH resources for Network coordination and technical assistance referral in all development and production activities.

Workscope Element IIID - Summary Strategies

The following strategies summarize the type of activities which may be pursued in fulfillment of Workscope Element IIID (design and conceptualize needed and unavailable training materials to fulfill needs; supervise and fund productions using facilities and technical services of S1, S2, S3 Centers):

IIID-01: Conceptualize and design needed but unavailable training materials.

IIID-02: Assist in designing training materials.

IIID-03: Identify sources of funding, fund, and supervise conceptualization, design, and production of training materials.

Workscope Element IIID consists of activities which can be justified only by the outcomes of Elements IIIA, B, and C. Therefore, all IIID functions must be follow-on to specific and relevant activities of these earlier Elements.

No production of training materials should be proposed for FY 1976 contract period. However, training materials may be

conceptualized and production planning may be initiated for proposed implementation in FY 1977. Any plan to deviate from this guideline should be discussed with BEH project officer before proposal submission.

The following types of ALRC-specific strategies may be included in Element IIID:

Summary Strategy IIID-01 - Conceptualize and design needed but unavailable training materials.

IIID-01-1: Conceptualize and design needed but unavailable training materials. Encompasses all materials design activities for which the ALRC assumes sole or primary responsibility. Activities and outcomes: conceptualization, design, and planning for modification of needed materials; description and documentation of materials designed or modified.

Summary Strategy IIID-02 - Assist in designing training materials.

IIID-02-1: Assist SEAs in design of training materials. The ALRC assists or takes a secondary role in materials design activities for which an SEA has primary responsibility. Activities and outcomes: documentation of SEA requests for assistance and assistance provided; description and documentation of products designed or modified.

*IIID-02-2: Assist SLRCs and MLRCs in design of training materials. Same as IIID-02-1, except that recipients of ALRC assistance are SLRCs and MLRCs rather than SEAs.

Summary Strategy IIID-03 - Identify sources of funding, fund, and supervise conceptualization, design, and production of training materials.

IIID-03-1: Fund production by S1, S2, S3, and others. Encompasses all functions related to ALRC-funded production by an SO or other agency. Do not propose for FY 1976 (see discussion on preceding page). Activities and

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* Change in wording of summary strategy descriptor from that in ALRC Summary Reporting Form. See page 2.

outcomes: product development/production agreements and funding arrangements between ALRC and production agencies; description and documentation of products adapted, developed, and produced.

IIID-03-2: Fund conceptualization of training materials. Identifies purchased services for planning of training materials development by agencies or individuals other than ALRC staff. Activities and outcomes: documentation of product-planning agreements and funding arrangements; description and documentations of products planned.

IIID-03-3: Identify sources of funding for productions. Encompasses all activities related to finding sources of funding for materials development, external to budget provided by BEH. Activities and outcomes: identification and documentation of funding sources.

WORKSCOPE ELEMENT IIIE - CLASSIFY, DESCRIBE, AND ENCODE MEDIA-TRAINING MATERIALS FOR INFORMATION BASE ENTRY.

The ALRC will identify, classify, and describe media-training materials for encoding into the National Instructional Materials Information System (NIMIS) operated by NCEMMH as part of its ALRC/NCEMMH/SO Network service. Specific policies and procedures for ALRC inputs to NIMIS are the ultimate responsibility of NCEMMH, but will be developed through Network consensus and with BEH approval. ALRCs will have a voice in NIMIS policies and prodedures development through the Media, Materials, and Technology Training Committee and the NIMIS Committee, Network Standing Committees Three and Five respectively.

The ALRC shall be the sole agent for the flow of media training information into NIMIS and the primary agent for the retrieval of information from the system on the behalf of ALRC clients. NIMIS will be used as a back-up system when state information systems or other non-ALRC information systems at intermediate levels are inadequate to meet ALRC client needs. In no way should ALRCs permit NIMIS to impede the development, maintenance, and use of other state- or institutionally supported instructional materials information systems in their regions.

Workscope Element IIIE - Summary Strategies

The following strategies summarize the type of activities which may be pursued in fulfillment of Workscope Element IIIE (classify, describe, and encode media-training materials for information base entry):

IIIE-01: Classify, describe, and encode media-training materials.

IIIE-02: Support materials classification, description, and encoding.

All Element IIIE functions must be conducted within the context of the Network information-system services defined at the Network level. The following types of ALRC-specific strategies may be included in Element IIIE:

Summary Strategy IIIE-01 - Classify, describe, and encode media-training materials for information-base entry.

IIIE-01-1: Classify, describe, and encode media-training materials for information-base entry. Incorporates all functions specified by NCEMMH for NIMIS entries. Activities and outcomes: encoding of materials and documentation and tabulation of materials coded for information-base entry.

Summary Strategy IIIE-02 - Support materials classification, description, and encoding.

IIIE-02-1: Train staff to classify, describe, and encode media-training materials. Incorporates all activities necessary to prepare ALRC personnel to implement information-base entry procedures. This will be a Network-wide activity coordinated by NCEMMH, which may also assume part of the financial responsibility (see discussion on page 38). Network compatibility is essential. Activities and outcomes: documented training of personnel and implementation of information-base entry procedures.

IIIE-02-2: Assist in development of computerized information system. Participation in all Network-level functions related to development of Network-wide information system services. Activities and outcomes: participation in and documentation of Network information-system planning meetings.

WORKSCOPE AREA VI

PROJECT ADMINISTRATION

The ALRC must plan, develop, deliver, and account for its work program annually, and periodically within annual performance periods, as specified by contract. Status changes in ALRC mission-related services to the handicapped will be measured within the region, and the ALRC stimulus in causing status changes will be evaluated by the funding agency.

ALRC project administration consists of the following Workscope Elements:

VIA: Conduct project planning, monitoring, reporting, and other necessary management functions.

VIB: Participate in Network coordination activities.

Pre- and post-contract profiles of SLRC and MLRC scope of services, extent of target coverage, and state of financial self-sufficiency for each of the MLRCs and for each SMSA in the ALRC region will be produced by the ALRC as specified by contract. These will be used by the funding agency to determine status changes within the region. Measurable elements reflecting these changes may consist of both quantifiable data and anecdotal documentation of critical events. The funding agency may make qualitative judgments of ALRC performance through samplings, case histories, etc. The ALRC is not responsible for qualitative examination of its own work; client registries will provide random samples for external evaluators in the third year of ALRC contract activity.

In addition to the periodic accountability reports submitted to BEH by the ALRC, the funding agency will employ site visits and periodic interviews with SEA personnel in evaluating on-going ALRC progress toward contract fulfillment.

WORKSCOPE ELEMENT VIA - CONDUCT PROJECT PLANNING, MONITORING, REPORTING, AND OTHER NECESSARY INTERNAL MANAGEMENT FUNCTIONS.

The ALRC has full responsibility for devising its own project plans and for conducting its internal management functions to best implement and account for those plans, within context of the requirements, limits, and guidelines provided by contract documents (e.g., RFP 74-8, Attachment A, MSCF #11), the ALRC Workscope, as amended, interpreted, and elaborated by BEH; relevant government regulations (e.g., OMB Circular No. A-49, "Management of Federal Reporting Requirements," and Attachment A to Circular A-49, "Clearance of Public Reporting and Recordkeeping"), and recommended policies and procedures (e.g., "Recommended Policies and Procedures for Regional Media-Materials Centers: Volume VII, Program Administration").

When and if convenient, ALRCs should cooperate and collaborate with one another to produce administrative procedures which not only will represent best thinking throughout the Network, but which also will contribute to compatibility of ALRC practices and procedures. A prime vehicle for this type of effort is the Uniform Project Administration Committee (UPAC), Network Standing Committee One, and a good example of the productive output are the UPAC recommendations which contributed to the ALRC Summary Reporting Form.

Workscope Element VIA - Summary Strategies

The following strategies summarize the types of activities which may be pursued in fulfillment of Workscope Element VIA (conduct project planning, monitoring, reporting, and other necessary internal management functions):

VIA-01: Conduct project planning.

VIA-02: Conduct internal monitoring.

VIA-03: Prepare project reports.

All of these activities incorporate Network integration, cooperation, and coordination, as appropriate, e.g., preparation and submittal of data for NCEMMH summary reporting requirements.

The following types of ALRC-specific strategies may be included in Element VIA:

Summary Strategy VIA-01 - Conduct project planning.

VIA-01-1: Conduct pre-planning. Includes all organizational arrangements and interfaces with SEAs, RRCs, and other agencies and institutions with which working agreements must be concluded for collaborative and cooperative project planning. Activities and outcomes: signed agreements with client states and designated agencies; review and documentation of individual designated agencies; review and documentation of individual LRC (associate center) plans; contacts for advisory assistance in planning; etc.

VIA-01-2: Collect information needs. Excludes collection and documentation of pre- and post-contract service profile data required by BEH but includes other planning data collection. Activities and outcomes: reviews and documentation of needs identified by state directors of special education; updates on all relevant data; etc. (See IA-01-2 for baseline data collection.)

VIA-01-3: Allocate resources. Encompasses all functions specific to actual project planning. Activities and outcomes: production of ALRC project plans based on prioritized needs; development of project budget at strategy level.

VIA-01-4: Produce management strategies. Refers to functions by which project is managed. Activities and outcomes: development and documentation of management strategies and program-strategy evaluation plans; subcontracts for strategy management established; implementation of advisory committees and staff meeting procedures; development and establishment of management information procedures; etc.

Summary Strategy VIA-02 - Conduct internal monitoring.

*VIA-02-1: Monitor ALRC activity. Encompasses all general internal monitoring not specific to other VIA-02 strategies. Activities and outcomes: monitoring and documentation of program, financial, personnel, and subcontract transactions; evaluation of project management.

*VIA-02-2: Monitor professional time. Accountability for professional staff functions. Activities and outcomes: accountability for and monthly summary of person-days by strategy; monthly updates of personnel schedules; annual executive reviews of personnel usage.

*VIA-02-3: Monitor budget categories. Accountability for dollar expenditures. Activities and outcomes: monthly summary reports of salary outlay; monthly budget category reviews; monthly purchase-request reviews; monthly cost-time progress reviews; annual expenditure reports by strategy; etc.

*VIA-02-4: Prepare internal management reports. Encompasses all functions related to management report production for internal use. Activities and outcomes: monthly summaries of expenditures produced for contractor/fiscal agent (i.e., institution or agency which is legal contractor for ALRC project); monthly summary reports prepared by or for Project Director; activity evaluation reports; etc.

Summary Strategy VIA-03 - Prepare project reports.

VIA-03-1: Prepare progress reports. Encompasses all activities specific to production of progress reports, as required by contract. Activities and outcomes: preparation of reports; distribution to SEAs, LEAs, RRC, NCEMMH, BEH.

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* Much of the time and dollar costs of these activities can be incorporated into the budgets of the individual strategies in Workscope Areas I and III which they support. This should be done whenever possible, particularly where an Area I or III strategy is the exclusive beneficiary of a clearly defined monitoring effort.

VIA-03-2: Prepare technical reports. Refers to production of reports recording significant project accomplishments; may include descriptions of techniques and methodology, new solutions to problems of general interest, evaluation of critical activities or problems, etc. Activities and outcomes: preparation of reports; distribution to SEAs, LEAs, RRC, NCEMMH, BEH.

VIA-03-3: Prepare reports of subcontracted activities. Documentation of project activities being carried out by subcontractors. Activities and outcomes: preparation of reports; distribution to SEAs, LEAs, RRC, NCEMMH, BEH.

WORKSCOPE ELEMENT VIB - PARTICIPATE IN NETWORK COORDINATION ACTIVITIES.

The ALRC will participate in Network coordination activities, as defined by interface between ALRC and NCEMMH elements in the ALRC Workscope, by contractual networking requirements, and by desirability of cooperation, collaboration, and single-systems activities with other ALRCs and NCEMMH.

Workscope Element VIB - Summary Strategies

The following strategy summarizes the types of activities which may be pursued in fulfillment of Workscope Element VIB (participate in Network coordination activities):

VIB-01: Provide liaison with network units and participate in meetings with network units and target groups.

All Network liaison or coordination activities of the ALRC which can be specifically identified with Elements in Work Areas I and III must be accounted for by strategies within those Elements.

The following types of ARLC-specific strategies may be included in Element VIB:

Summary Strategy VIB-01 - Provide liaison with network units and participate in meetings with network units and target groups.

VIB-01-1: Serve as liaison with network units. Encompasses all liaison functions not specific to other VIB, Area I or III strategies. Activities and outcomes: service of ALRC personnel on Network committees; participation in inter-regional work efforts; communication with and feedback to NCEMMH; establishment and maintenance of Network-wide telecommunication system; etc.

VIB-01-2: Participate in meetings and conferences. Includes both meetings internal to ALRC Network and those involving external agencies where ALRC personnel participate to benefit regional and Network interests. Activities and outcomes: participation in regional, inter-regional, national meetings of ALRC/NCEMMH Network; meetings with RRCs and other related projects, organizations, and agencies; meetings of professional associations, etc., to represent ALRC or Network.

VIB-01-3: Participate in external activities for professional development. Refers to professional associations and activities outside ALRC/NCEMMH Network intended to enhance professional capabilities and competencies of ALRC personnel. Activities and outcomes: participation in professional conferences and meetings; participation in professional training programs, workshops, etc., in areas related to job responsibilities; etc.